

 Commission scolaire English-Montréal English Montreal School Board		
POLICY:	OPERATION AND RULES OF INTERNAL MANAGEMENT OF THE COUNCIL OF COMMISSIONERS	CODE: SG-10
Origin:	Secretariat	
Authority:	Resolution #02-02-27-5-C3.1, #13-04-24-12A.3	
References:	Education Act, R.S.Q., chapter I-13.3, Sections 143-178 Act Respecting School Elections, R.S.Q., chapter E-2.3	

POLICY STATEMENT

The English Montreal School Board is committed to upholding the democratic principles of equality, fairness, impartiality and transparency in all its deliberations and decision making. The Council of Commissioners establishes and approves the Rules of Internal Management that deal with the conduct of its meetings. These rules are based on the Education Act, by-laws and policies and procedures. However, the stipulations of the Education Act always have precedence. These rules aim to guarantee majority rule while protecting the right of minority dissent within a context of mutual respect and civility.

SECTION 1: RATIONALE

The purpose of this policy is to establish the rules of procedure for meetings of the Council of Commissioners in order to ensure that its deliberations are conducted in a democratic, orderly and efficient manner and in conformity with the Education Act (s. 143 – 178).

SECTION 2: GENERAL PROVISIONS

- 2.1 The meetings of the Council of Commissioners are conducted in conformity with the Education Act and the provisions of the present policy. The stipulations of the Act always have precedence.
- 2.2 Any question arising concerning the rules of order of a meeting shall be settled according to the present rules.
- 2.3 In instances not covered by the present rules, the Chairman shall make a ruling on the matter. The Chairman may use Robert's Rules of Order as a reference in making a ruling.

- 2.4 Council may temporarily suspend its rules of internal management only if all Commissioners eligible to vote are present (incl. by telephone) and vote unanimously to suspend said rules.

SECTION 3: FIELD OF APPLICATION

The present rules apply to all meetings of the Council of Commissioners, including Caucus meetings as defined in Section 15. It is recommended that, as much as possible, the Executive Committee and all other committees consider following these rules with the necessary adaptations.

SECTION 4: DAY, TIME AND PLACE OF MEETINGS

- 4.1 The time and place of the regular meetings of the Council of Commissioners are predetermined by by-law, in accordance with the Education Act (Sec. 162). Regular meetings are normally held on the fourth Wednesday of the month, at 4:30 p.m., in the Laurence Patterson Conference Room.
- 4.2 A schedule of regular meetings is prepared by the Secretary General and distributed to every school, centre and department. The schedule is updated three (3) times a year.
- 4.3 The Council of Commissioners may, by resolution and with just and sufficient cause, cancel a regular meeting.
- 4.4 Special meetings are held when required on the day and at the time and place indicated in the notice thereof (see Sections 7.2 & 7.3).
- 4.5 Any meeting of the Council of Commissioners must begin no later than thirty (30) minutes after the time indicated on the notice calling the meeting.
- 4.6 If a quorum (see Section 9.3) is not attained within thirty (30) minutes after the time scheduled, the meeting shall be declared cancelled by the Chairman, unless exceptional circumstances are invoked (e.g., notification of imminent arrival). (See also Section 9.4 and 9.5.)
- 4.7 Commissioners should inform the Secretary General of their absence or expected late arrival.
- 4.8 Council meetings end no later than 10:30 p.m. and all items on the agenda which have not been debated are automatically deferred to the next meeting, unless the meeting is extended by decision of the Council.

SECTION 5: AGENDA

5.1 Preparation

- 5.1.1 A draft agenda for each regular meeting of the Council is prepared jointly by the Secretary General, Director General and the Chairman.

Commissioners are requested to submit agenda items to the attention of the Secretary General not later than noon on the Tuesday of the week preceding a regular meeting of Council. Agenda items consisting of motions must be accompanied by draft resolutions and must similarly be submitted not later than noon on the Tuesday of the week preceding a regular meeting of Council.

- 5.1.2 Once the agenda is prepared, a new report or a new item cannot be submitted to Council members without the express authorization of the Chairman.

- 5.1.3 Prior to the preparation of the agenda, the Director General provides to the Chairman the information required regarding the issues under the responsibility of the Council of Commissioners.

5.2 Agenda Items

- 5.2.1 Agendas of regular meetings of the Council of Commissioners typically include the following items:

- a. Adoption of the agenda
- b. Motion to move in camera
- c. Initial question period
- d. Adoption of the minutes of proceedings of the previous meeting
- e. Business arising out of the minutes
- f. Items for discussion or decision (reports and recommendations from standing committees, etc.)
- g. Information items and reports
- h. Bereavements
- i. Question period
- j. Other business
- k. Adjournment

- 5.2.2 The Secretary General determines the caption of each item that is to appear on the agenda.

5.2.3 Adoption of the Agenda

- a. At the beginning of a regular meeting, the Chairman presents the proposed agenda to the members and receives requests for modifications to the agenda, as defined in (b) below.
- b. The agenda of a regular session may be modified. A modification can either be an addition, a deletion, a withdrawal and/or a change of order of items.
- c. Resolutions may be brought forward by Commissioners during the meeting but only as notices of motion. As such, these resolutions will be dealt with at the next regular meeting of Council. In matters of real and apparent urgency, Council may by way of majority vote adopt such motions immediately.
- d. The agenda in its modified form is then presented to the Council of Commissioners for adoption.
- e. At a special meeting, only the matters mentioned in the notice calling the meeting (see Section 7) may be dealt with and decided, unless all the Commissioners are present and decide otherwise (Education Act, s. 164).

5.2.4 Reports and Recommendations

- a. The Council establishes standing, advisory and ad hoc committees whose composition, mandate, function and method of operation are governed by board resolution (see Section 10.1.7.b).
- b. Upon request from the standing, advisory and ad hoc committees or, depending on the case, from the Chairman, the Director General (or his delegate)¹ submits reports on all issues which shall be the object of a decision of the Council.
- c. A report to the Council must state its intent, the nature of the issues raised, the state of the situation and its causes, when applicable, the various possible solutions and an estimate of their cost as well as the proposed recommendations and motives justifying them.
- d. Reports and recommendations of committees are presented by the Chairman of the committee in question or by a person designated by him/her.

¹ The Director General may delegate functions identified in this policy to another administrator, as necessary.

5.2.5 Question Period for the Public (see also Section 11)

- a. On the agenda of both regular and special meetings of the Council of Commissioners, at least one question period of 30 minutes duration for the public is reserved so that members of the public may put questions to the Council.
- b. A question asked during this period may not become an item on the agenda except under extraordinary circumstances as defined by the Chairman.
- c. Representatives of employee groups may ask questions and are not obliged to submit them ahead of time.

SECTION 6: DOCUMENTATION

- 6.1 All items, questions, subjects, and articles noted on the agenda should be accompanied by documentation. Under exceptional circumstances, the Director General may submit supplements at any time prior to the commencement of the meeting. The schedule of meeting dates circulated by the Secretariat (Section 4.2) indicates the deadlines for submission of documentation.
- 6.2 The draft agenda, along with all documents, must be sent electronically to members of the Council at least (five) 5 calendar days prior to the meeting.
- 6.3 Information or documentation prepared in connection with a recommendation placed on the agenda of a Board meeting may not be disclosed to the public until it is deposited at a Board meeting or until a decision is taken by the Board on that item. Confidential In camera information and documentation given to Commissioners can never be disclosed to the public. If it is determined that such information or documentation has been disclosed by a Commissioner, the Chairman may order his exclusion from the meeting. The ruling of the Chairman is final and not subject to appeal under Section 10.1.7 h).
- 6.4 All requests for access to documentation presented for the first time at Public Board meetings must be submitted to the Secretary General in writing, in conformity with the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information.
- 6.5 Any documents that are presented during the meeting shall be sent electronically at the first possible opportunity to those Commissioners who are absent by the office of the Secretary General.

SECTION 7: CONVENING OF SPECIAL BOARD MEETINGS

- 7.1 In the event that a special meeting is called by either the Chairman or two (2) Commissioners (Education Act, s. 163), the Secretary General and the Director General must receive the reason for the request, the documentation and the draft resolution, if any, no later than 3:00 p.m. on the day the request is made.
- 7.2 All special meetings of the Council of Commissioners are convened by written notice from the Secretary General to this effect and shall take place on the third day following the request. The agenda as well as available documentation must accompany the convening notice and shall be made available electronically at least two (2) full calendar days prior to the meeting. The notice must include the reasons for the meeting and any documentation or resolution that will be considered at the meeting. (E.A. 163)
- 7.3 Should documentation not be sent along with the notice, mention of this must be noted in the agenda. This same rule applies when no documentation is available electronically for a particular item.
- 7.4 At the calling to order of a special meeting, the Chairman shall note that the convening process has been respected (Education Act, s. 165).
- 7.5 The mere presence of a Commissioner at a meeting constitutes on his part a waiver of the notice calling the meeting unless he is specifically attending the meeting to object to the holding of the meeting (Education Act, s. 165).

SECTION 8: FUNCTIONS AND POWERS OF THE CHAIRMAN

- 8.1 The Chairman shall preside over the sittings of the Council of Commissioners. He shall maintain order at the sittings of the Council. (Education Act, Section 159)
 - 8.1.1 The Chairman may, in case of turmoil or serious disruption, order the suspension of the meeting or propose its adjournment.
 - 8.1.2 Following a reasonable appeal to order, the Chairman may also have anyone disrupting the meeting expelled from the meeting hall, and its vicinity.
 - 8.1.3 The Chairman may take the floor from a Commissioner for the remainder of the discussion of an item if the said Commissioner does not submit to two (2) consecutive calls to order.

- 8.1.4 If the Commissioner does not abide by the interdiction against him, the Chairman shall warn the Commissioner one last time. If the Commissioner does not abide by the warning, the Chairman may automatically order the Commissioner's exclusion from participating in the remainder of the meeting, and, if circumstances warrant, have the Commissioner expelled from the meeting hall and vicinity.
- 8.1.5 The rulings of the Chairman in items 8.1.1 to 8.1.4 are final and shall not be subject to appeal under Section 10.1.8 (h).
- 8.2 The Chairman receives proposals submitted to the Council for deliberation.
- 8.3 The Chairman decides on procedures and rules, unless there is an appeal from the decision of the chair.
- 8.4 The Chairman may continue to preside when he submits a proposal, unless there is opposition from any of the members present.
- 8.5 Subject to Section 175.4 (conflict of interest) of the Education Act, the Chairman may vote on all points. In the event of a tie, the Chairman may cast a second vote to break the tie.
- 8.6 Should the Chairman of the Council be absent or unable to preside, the Vice-Chairman presides. Should the Vice-Chairman be absent or unable to preside, a member eligible to vote must be named by resolution to preside. This person takes on the function and powers of the Chairman. (Education Act, s. 158) The Director General oversees the election of a Chairman for that meeting.

SECTION 9: CALL TO ORDER, QUORUM

- 9.1 The Chairman calls the meeting to order.
- 9.2 The meeting is called to order at the time indicated on the agenda or within the delay specified in Section 9.4.
- 9.3 A majority of the members entitled to vote constitutes a quorum of the Council of Commissioners (Education Act, s. 160). Commissioners have the right to participate at the meeting by telephone.
- 9.4 If quorum is not attained within thirty (30) minutes past the time of convening, the Chairman (or, in his absence, the Vice-Chairman) shall declare the meeting cancelled, unless exceptional circumstances are invoked (e.g., notification of imminent arrival). In the event of a cancellation, the Secretary General prepares a report to this effect.

- 9.5 A short absence of a Commissioner during a meeting does not affect the quorum; nonetheless, no decision may be taken if the requirements of the quorum are not met.
- 9.6 A meeting automatically ends if an absence of quorum is created by the departure of one or more Commissioners.
- 9.7 During normal deliberation, except on the special request of a member, there is no need to verify the quorum. The absence of members is noted in recording the votes by the Secretary General.
- 9.8 The Chairman may call a brief recess at any time.

SECTION 10: PROCEEDINGS

10.1 Motions and Resolutions

- 10.1.1 All items for decision-making are presented to the Council as motions.
- 10.1.2 Motions may be main or secondary. Main motions are used to present new business. Secondary motions either help to adopt the main motion or help business move forward smoothly.
- 10.1.3 A draft resolution is a main motion that is and must be presented in writing. It states the motion before the Council and may include a preamble, in the form of 'whereas' clauses, which gives background information and states the reasons why the motion should be adopted.
- 10.1.4 At the Council of Commissioners, all main motions, with the exception of the motion to adopt the agenda/minutes or to adjourn, are submitted in the form of a draft resolution. To this end, the proposer, after having stated the object of his/her motion, must do so in writing and submit the text to the Secretary General before a vote can be taken, unless said document is already part of the dossiers given to the members.
- 10.1.5 Whenever a draft resolution is presented at Council, the 'Be it resolved that' portion must be read so that the public in attendance can know the intent of the resolution.
- 10.1.6 Whenever a new resolution or amendment is presented during the course of a Council meeting, it must be submitted to the Secretary General in written form so that it can be read and its intent is understood by everyone. A short recess can be called so that the mover can prepare the written text.

- 10.1.7 A request for a legal opinion by a Commissioner at a Council meeting must be brought to the Chairman for discussion with the Director General.

A request for a legal opinion by a Commissioner at a committee meeting must be supported by a majority of Commissioners present at that meeting and presented as a recommendation to Council.

10.1.8 Types of Secondary Motions

- a. *Amendments:* An amendment motion strives to modify a motion by striking, altering or replacing the original wording, and must therefore be germane to the motion under deliberation. There are two classes of amendments: Primary amendments attempt to modify a main motion; sub-amendments attempt to 'amend the amendment'. (A sub-amendment, however, cannot be the object of further amendment.) A vote on a primary amendment has precedence over the vote on the main motion; a vote on a sub-amendment takes precedence over the vote on the primary amendment.
- b. *Refer to a Committee:* The purpose of this motion is to obtain more information by referring the item to a smaller selected group of members for investigation. In making the motion, the committee or membership must be identified, as well as what it is supposed to do and when it is to report back to the assembly
- c. *Postponement:* When an item is being discussed, a Commissioner may ask that the study of said item be postponed to another moment in time. The assembly must then vote on this request of deferral before there are any further discussions on the subject.
- d. *Tabling:* The purpose of a motion to lay on the table is to set the main motion aside temporarily in order to take up something of immediate urgency. In order for it to be reconsidered, either later, during the same meeting or at the next meeting, a member of the assembly must remember to make the motion to take from the table.
- e. *Point of Privilege:* A Commissioner may, at any time, submit to the Council a point of privilege if he/she believes that his/her honour, rights, or privileges or those of the EMSB have been injured. This point of privilege must be dealt with before any further deliberation. The Chairman makes the final decision and provides a ruling on the Point of Privilege before continuing with the meeting. The ruling of the Chairman is final and not subject to appeal under Section 10.1.8 h).

- f. *Request to Adjourn:* At any given time during a meeting, a Commissioner may ask for an adjournment of the meeting to another time on the same day or to a specified date and time. In this event, the Council must vote on this request before it can continue any further discussion on the agenda. This adjournment shall not entail a new convening notice to the absent Commissioners or parent representatives. However, when possible, the Secretary General shall inform the absentees of said adjournment.
- g. *Point of Order:* At any given time, a Commissioner may bring to the attention of the Chairman an infringement to the rules of conduct, order or decorum of the meeting. This point of order must be stated within the first 30 seconds and must be settled before the meeting can resume. It cannot be used as a means of interrupting the order of speakers.
- h. *Appeal from the Decision of the Chairman:* The purpose of this motion is to disagree with the Chairman's ruling and let the members decide the disagreement by taking a vote. A majority vote is required to sustain the decision of the Chairman.
- i. *Division of the Question:* A Commissioner may present a motion to divide a proposal into several items. If adopted, each one of the divisions is considered, for purposes of discussion, as a separate question, in the order in which the original proposal was submitted, unless the assembly decides to change this order.
- j. *Request to Withdraw a Motion:* Before a motion has been adopted, the maker of the motion may request permission to withdraw it.
- k. *Calling the Question:* During the course of deliberation on an item, a Commissioner may move to terminate the discussion and proceed immediately to a vote. The Chairman then asks the Council if all agree; in the event of a dissent, a vote on the secondary motion to call the question must be taken and requires a majority before the Chairman can call the question. In addition, after 5 different interventions, the Chairman may determine that there has been sufficient discussion on the topic and call the question. The mover of the motion may ask the Chairman to speak last on the motion.

- i. Reconsideration: During the same meeting the vote was taken or on the next succeeding day, if the meeting continues over a period of more than one day, any commissioner who has voted on the prevailing side regarding a resolution that was adopted or defeated, may ask Council to reconsider said resolution. The Commissioner must provide important new and compelling information not available at the time the vote was taken.

The reconsideration process is as follows:

- The Chairman shall invite the members of the Council to vote on the request to reconsider a resolution.
 - If the majority of votes are in favor, then the original resolution is back again before Council for a new vote on the subject. The Chairman may limit the time period of the debate.
 - The reconsideration process shall be invoked only once and the final vote on the subject shall not be the object of further reconsideration.
- m. Rescind or Amend something previously adopted: After a meeting is over, any Commissioner may make a motion to rescind or to amend something previously adopted regardless of how he/she voted on the original resolution. There is no time limit on making either of these motions. The Commissioner must have given a previous notice of his/her intent to make one of these motions to the members of Council. Previous notice is constituted by inclusion on the Agenda pursuant to Section 5.1.1. These motions are not in order when, as a result of the vote on the original resolution, action has been taken that is impossible to undo.

10.2 Deliberations

- 10.2.1 Only members of the Council may intervene during deliberations, unless the Chairman expressly requests information or clarification from an administrator present.
- 10.2.2 The right to speak is given to the Commissioners in the order in which it is asked.
- 10.2.3 The Chairman must follow the same procedure as the other Commissioners. So that there is no confusion, when the Chairman wishes to give an opinion on a matter being discussed, he states this verbally and then adds his name to the waiting list.

- 10.2.4 A member may speak twice to a motion, but the second turn may be taken only after everyone who wishes to speak the first time has spoken.
- 10.2.5 Each member may speak for a maximum of two (2) minutes on each turn.
- 10.2.6 Deliberations concerning items on the agenda are formal. All interventions are addressed to the Chairman; the Chairman speaks to the members. The Chairman's permission is required in order to speak.
- 10.2.7 Discussions shall be limited to the items listed on the agenda.
- 10.2.8 The Chairman has the power to close the debate when he or she deems it appropriate.
- 10.2.9 Any Commissioner having a conflict of interest in a particular dossier must state so prior to discussion on the dossier. He must then abstain from any discussion or voting on the subject, and leave the meeting hall until deliberations on this dossier are completed. (Education Act, s. 175.4)

10.3 Decisions

- 10.3.1 The decisions of the Council of Commissioners are taken on the basis of a majority (more than half) of the votes cast by the members present and legally entitled to vote (Education Act, s. 161).
- 10.3.2 The vote is taken verbally or by show of hands, unless the Council has resolved to vote by secret ballot. The Chairman decides on voting procedures and other procedural questions, except if his decisions are appealed by the voting members where majority rules.
- 10.3.3 Any Commissioner may participate in the meeting and vote thereat by any means enabling all participants to communicate verbally (e.g., a speaker-telephone). (Education Act, s. 169.)
- 10.3.4 Any member of the Council may ask for a secret ballot. A resolution must then be adopted to validate this decision.
- 10.3.5 The Commissioners representing the parent committee are allowed to present motions and participate in deliberations, but do not have the right to vote.

SECTION 11: QUESTION PERIOD FOR THE PUBLIC

First Question Period (30 minutes maximum)

- 11.1 Question period is designed to respond to questions from the public. It is not a forum for a speech or a statement of opinion.
- 11.2 During public meetings of the Council of Commissioners, the Chairman invites the public to ask their questions during the question period allotted to them.
- 11.3 The amount of time reserved for the first question period shall not exceed thirty (30) minutes.
- 11.4 During question period, priority is given to questions received in advance. Priority shall therefore be given to questions that have been forwarded in advance. Interventions will be limited to two (2) questions per participant for a maximum of two (2) minutes per participant. If time permits, the Chairman will allow additional questions from the floor. Any question that has already been answered, will not be entertained again.
- 11.5 To receive priority, a question must be submitted to the Secretary General's office by noon of the day of the meeting, in order to allow sufficient time for the response to be researched. The person must give his/her name, telephone number, the school/center the person is associated with, or, if applicable, the organization that he or she represents.
- 11.6 The Chairman may deem inadmissible any question dealing with a matter pending before the courts or quasi-judicial bodies, any matter which is under investigation or on-going negotiation, or any question deemed to be of a personal nature.
- 11.7 At the beginning of the question period, the Secretary General, or his or her representative gives the Council a list of names of those wishing to speak as well as the pertinent details. During the question period, the Chairman grants the right to speak in the order in which the questions were received.
- 11.8 All questions are addressed to the Chairman. The Chairman may respond to questions or call upon the Director General to do so or delegate any other person. He or she may make note of the question and ensure that the department concerned forwards the appropriate response in due time.
- 11.9 The Chairman shall ensure that the question period does not give rise to any debate among Commissioners or between a Commissioner and a person from the audience.

Second Question Period (15 minutes maximum)

- 11.10 Notwithstanding Section 11.4, a question prompted by an issue raised during the regular meeting may be addressed to the Chairman for consideration during the fifteen (15) minute second question period. The Chairman decides if the question shall be addressed. Two minutes will be allotted to each of the participants.

SECTION 12: ADJOURNMENT

- 12.1 At 10:30 p.m. or when all the items noted in the agenda have been dealt with, whichever comes first, the meeting is adjourned.
- 12.2 Notwithstanding article 12.1 above, the Chairman may adjourn the meeting at any time with or without a motion to do so. (Such a decision could be contested by an 'appeal from the decision of the Chairman' – see Section 10.1.8 h.)
- 12.3 Once a meeting is adjourned, no further decisions may be taken. The meeting may not be reopened. The Chairman must wait until the next regular meeting to discuss any additional subject or convene a special meeting according to the prescribed delays.

SECTION 13: MINUTES

13.1 Taking the Minutes

- 13.1.1 The Secretary General is responsible for taking the minutes of the meeting.
- 13.1.2 The presence of the members is duly noted in the minutes, as well as the absences, be they for part or for the entire meeting. The arrival or departure of a Commissioner during a meeting must be indicated under the agenda item during which said arrival or departure occurred. It is the responsibility of a Commissioner to advise the Secretary General prior to his/her permanent departure from a meeting. The arrival or departure of a Commissioner during a meeting must be indicated beside the Commissioner's name in the attendance and absence at the beginning of the minutes.
- 13.1.3 A title and a number must be given to each item noted in the minutes.

- 13.1.4 The minutes must mention all decisions taken and not the individual discussions. However, a brief and explanatory preamble may precede a resolution.
- 13.1.5 The minutes must duly note all votes in favor of a motion, against a motion, and abstentions. Except in the case of a secret ballot, the minutes must allow for the identification of the vote taken by each member (for, against or abstention). The minutes do not state the reasons for a vote except in cases of conflict of interest.
- 13.1.6 In the case of a vote by speaker-telephone or other electronic means (Section 10.3.3), the minutes must specify:
 - a. that the meeting was held with the help of such a device;
 - b. the name of each member physically present at the meeting and who was in favor of the use of the device;
 - c. the name of the Commissioner who joined the meeting by speaker-telephone or teleconference.

13.2 Approval of the Minutes

- 13.2.1 The Secretary General is not obliged to read the draft minutes aloud as long as each member present has received a copy of said minutes at least twenty-four (24) hours prior to the meeting during which the minutes are to be approved.
- 13.2.2 When the draft minutes of a meeting are being approved, a request for correction may in no way alter the meaning of a decision nor add elements that were not part of said decision.
- 13.2.3 The approval of the minutes of a meeting may not become the object of a secondary motion.

13.3 Official Documentation

- 13.3.1 After being approved at the beginning of each meeting, the minutes are then signed by the Chairman and by the Secretary General.
- 13.3.2 The approved minutes of each meeting are duly noted by the Secretary General in an official book of minutes.
- 13.3.3 A register containing the by-laws must be kept separately from the book of minutes.

- 13.3.4 When a by-law or a resolution is amended, replaced or repealed, mention of this is duly noted in the margin of the resolution or by-law in question in the appropriate book of minutes or by-laws. The note shall also state the date when said modification was voted on. (Education Act, s. 171)
- 13.3.5 The approved minutes of public meetings and by-laws are public documents and may be consulted during regular office hours.

SECTION 14: CONDUCT AT PUBLIC BOARD MEETINGS

- 14.1 The behavior of all those in attendance at public board meetings must be guided by the principles of courtesy, respect and propriety.
- 14.2 Interventions by members of the audience are restricted to the question period(s) according to the procedures outlined in Section 11.
- 14.3 Notwithstanding the right to dissent, disruptions of a meeting in the form of name-calling, voice raising, interruptions or any other form of lack of respect shall not be tolerated and the individual(s) concerned shall be expelled for the remainder of the meeting.
- 14.4 It is the responsibility of the Chairman to ensure that Sections 14.1-14.3 are respected.

SECTION 15: CAUCUS OF COUNCIL

- 15.1 A caucus meeting is an informal meeting convened exclusively for all Commissioners and invited members of administration. They are called for the purpose of a more in-depth and detailed study of dossiers referred by the Council or the Director General. The Chairman presides over the caucuses of the Council of Commissioners. No decisions are taken at caucus meetings.
- 15.2 The caucus meetings are private and the Commissioners and all who attend are bound to respect the confidentiality of what is discussed on penalty of exclusion from the meetings for a period determined by the Chairman.